

RMS

**CIA INTERNAL USE ONLY**

*Approved for release*  
*Rec Mgt 3-3-1*

Chief, Supply Division, Office of  
Logistics  
1023 *Other*  
ATTN : Stock Management  
Chief, Records Management Staff, Management Staff

13 May 1959

Stocking of Pressboard Folders

1. Agency Notice N [ ] of 19 May 1955 established three types of heavy duty (pressboard) folders as standard items, to be issued under controlled conditions. These folders are carried under stock numbers 7530-H05-1017, 1018, and 1019.

2. To control the issuance of these folders, it was determined at the time that they should be stocked only at the [ ] [ ]. However, since then, the BSO Branch in the R& S Building has been established. It therefore occurs to me that these folders could now be stocked by the BSO Branch without loss of issuance control. This change would also shorten considerably the overall time now required to obtain these folders from stock.

3. I would appreciate your consideration of this matter. You may refer any questions, or your decision, to [ ] of this Staff, extension [ ]

[ ]

Distribution:

Original - Addressee

1 - RMS (~~EQUIPMENT AND SUPPLIES~~ 4  
Procurement)

Mgt/S/RMS

[ ]

13/59

fjm (13 May 1959)

*5/13/59*

**CIA INTERNAL USE ONLY**